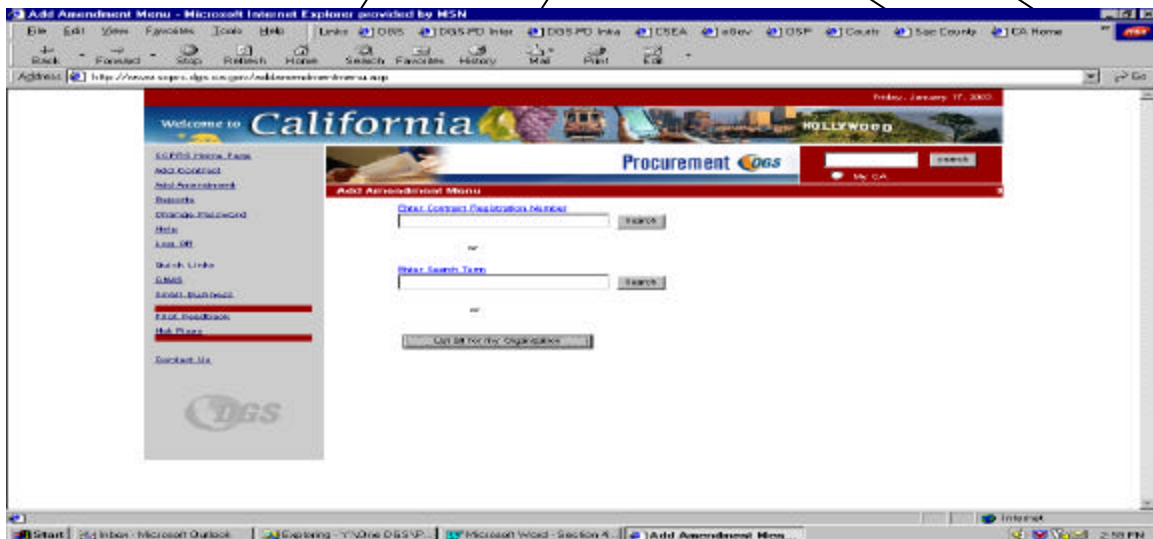# Reports

State Contract and Procurement Registration System (SCPRS)

Procurement Division, DGS
**February 18, 2003**

When you click on any link identified as 'Add Amendment' you will see the screen shown below. *Please be aware that you will only be allowe d to view and work on your own department/agency's contracts.*

The three ways to locate previously entered contract in this system is by:

1. Entering the Contract Registration Number obtained when a contract is newly entered into SCSPR. If the number is a valid number and was entered correctly you should immediately go to the Add Amendment screen. (this is SCPRS's number ? true?)

2. Enter a search term, such as _____ (fill in example; I couldn't get anything of my terms to return anything). If there are any contracts matching you're the terms you entered, the system should return one or more contract listings.

3. Click on 'List all for my Organization' and the following screen will appear with all your department/agency's contract in order of their SCPRS contract registration number.

If you selected to search by a 'Term' that matched more than one contract or 'List all for my Organization' you will see the screen below that lists all the selected contracts.

The Contract Registration Number is the link to the contract's detailed information.
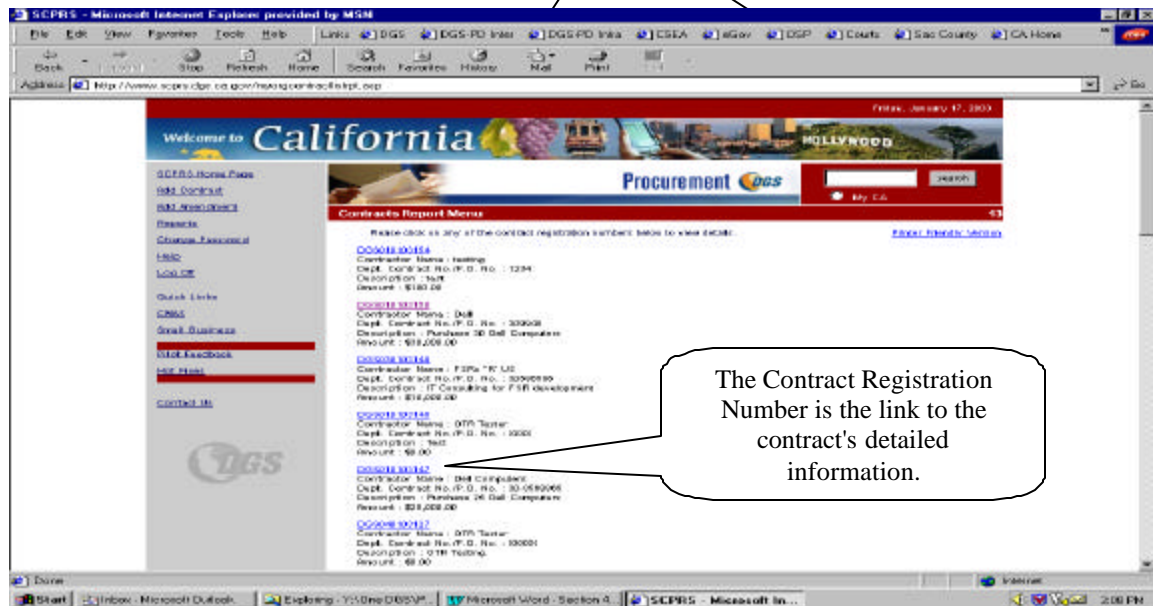
Each contract listed on the example screen above includes the following piece of information:

Contract Item Listed	Source of Information
Contract Registration Number	Generated by the SCPRS and is created when the contract is first entered into the system
Contract Name:	Provided by the User.
Dept. Contract No./P.O. No.:	Provided by the User.
Description:	Provided by the User.
Amount:	Initial contract amount. (Bob or is the an accumulative amount to date, such as when a contract already increased from initial amount in earlier amendment?

Once you have identified the contract to be amended, click on the link that is the contract registration number on the first line of contract information (see screen above). The system will take you to the amendment screen for that contract (see below).

Please note: if you simply want to edit or change data of a previously added amendment, first find the contract information and then change the information in the desired field. (It doesn't look like the data can be changed when the View button is clicked.)

Question: how does one edit data in a contract record that has not been amendment?? If I made a mistake initially, how do I go back into the system to change it and not add an amendment?

The following pages will address each of the boxes on this first screen to add a contract. The descriptions of the boxes will follow the placement of the box starting at the top of the screen and going from left to right. Boxes that have a red asterisk to their right are required and must contain data. If required boxes do not contain data, the system will not allow you to continue when the gray Submit button on the bottom of the screen is clicked. (is this true? And does the system check for valid data in any way for these free form boxes?)

The information listed in this area of the User's Guide and detailed below are only for those fields that are specific to an amendment. Detailed instructions and descriptions for all other boxes can be found in the 'Add Contract' section.

Note: Boxes with a red asterisk are required.

No. of Prior Amendments
>What
>When
>When not to use
>How is it used
>Where is it used
>Include code number or reference when possible

All Amendments Total - Automatically calculated by SCPRS
>What
>When
>When not to use
>How is it used
>Where is it used
>Include code number or reference when possible

Cumulative Total - Automatically calculated by SCPRS
>What
>When
>When not to use
>How is it used
>Where is it used
>Include code number or reference when possible

*Amendment Beginning Term - quick select calendar next to box
>What
>When
>When not to use
>How is it used
>Where is it used
>Include code number or reference when possible

Amendment Ending Term - quick select calendar next to box
>What
>When

When not to use
How is it used
Where is it used
Include code number or reference when possible

*<u>Amendment Total</u>
What
When
When not to use
How is it used
Where is it used
Include code number or reference when possible

The use is required to click on the gray ***SUBMIT button*** in order for the data to be entered into the system.

_____

Important Note:
When viewing any details of previously entered amendment you must use the gray 'Back' that is in the upper left corner of your screen and that is part of your Browser. Please see below.

Back Button on Browser